



DONALD L. WOLFE, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

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ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
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ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **AS-0**

November 8, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**PACOIMA DAM AERIAL TRAMWAY REPAIR AND  
ANNUAL MAINTENANCE AND INSPECTION SERVICES  
SUPERVISORIAL DISTRICT 5  
3 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the contract work is exempt from the provisions of the California Environmental Quality Act (CEQA).
2. Award the contract for the Pacoima Dam Aerial Tramway Repair and Annual Maintenance and Inspection Services to Leitner-Poma of America, Inc., located in Grand Junction, Colorado, for a maximum contract sum of \$534,423, subject to increase by delegated authority to the Director of Public Works described below. This contract will commence upon Board approval. After completion of Task 1a, the County, at its sole discretion, may or may not elect to proceed with any or all of the work described in Task 1b, Task 1c, and Task 2, as described in Exhibit A. Funds are available in Public Works' 2006-07 Internal Services Fund.
3. Delegate authority to the Director to expend up to 25 percent of the maximum contract sum for unforeseen additional work within the scope of work of the contract, if required.

4. Delegate authority to the Director to execute this contract; to grant month-to-month extensions in the final contract term not exceeding a total of six months, for the convenience of the County; and to terminate it, if, in the opinion of the Director, it is in the best interest of the County to do so.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This contract is for the repairs, maintenance, and inspection of current deficiencies, and the annual inspection and maintenance of the Pacoima Dam Aerial Tramway, located at 15300 North Pacoima Canyon Road, Los Angeles, California. Public Works has contracted for maintenance service of the aerial tramway since 1999. The purpose of this action is to perform a complete inspection of the aerial tramway to assess its current condition and identify any needed repairs other than those deficiencies already known. Once the aerial tramway is in operation, this action will provide the necessary annual maintenance and inspections for an additional 36 months.

#### **Implementation of Strategic Plan Goals**

The award of this contract is consistent with the County Strategic Plan Goals of Service Excellence and Organizational Effectiveness as the contractor has the specialized expertise to provide this service accurately, efficiently, timely, and in a responsive manner.

#### **FISCAL IMPACT/FINANCING**

There will be no impact on net County cost. This contract is for an aggregate amount not to exceed \$534,423, plus 25 percent for unforeseen additional work within the scope of the contract, including the three 1-year renewal options. This amount is based on the unit prices and hourly rates quoted by the contractor and our estimated annual utilization of the contractor's services, and equipment, materials, and rental equipment costs. This contract will commence upon Board approval. Upon completion of Task 1a, the County, at its sole discretion, may or may not elect to proceed with any or all of the work described in Task 1b, Task 1c, and Task 2. If the County elects to proceed with Tasks 1b and 1c, this contract will continue until the County has accepted all required deliverables. Upon final acceptance of all deliverables, the contract will continue for three 1-year renewal options.

Financing for this service is included in Public Works' 2006-07 Internal Services Fund, which will be reimbursed by the Flood Control District Fund.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Prior to the Director executing this contract, which will be substantially similar to Enclosure A, the contractor will sign and County Counsel will review it as to form.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this recommended contract, which is for services required on an as-needed, intermittent basis; hence, this contract is not a Proposition A contract (Los Angeles County Code Chapter 2.121).

### **ENVIRONMENTAL DOCUMENTATION**

With respect to the requirements of CEQA, these services are categorically exempt as set forth in Sections 15301 (d) of the State CEQA guidelines.

### **CONTRACTING PROCESS**

On July 12, 2006, Public Works solicited proposals from 44 independent contractors and community business enterprises to accomplish this work. Also, notice of the Request for Proposals (RFP) was placed on the County's bid website (Enclosure B) and an advertisement was placed in the *Los Angeles Times*.

Pursuant to the Memorandum of Understanding, the RFP for these contracted services was submitted on July 13, 2006, to the Local 660 Union for review before being released to the public. The Union declined to meet with Public Works.

On August 14, 2006, one proposal was received. The proposal was first reviewed to ensure it met the mandatory requirements outlined in the RFP. Having met these requirements, the proposal was then evaluated by an evaluation committee consisting of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included the price, experience, work plan, and references. Based on this evaluation, it is recommended that this contract be awarded to the lowest-bid, responsive, and responsible proposer, Leitner-Poma of America, Inc., located in Grand Junction, Colorado. Public Works believes the contractor's price is reasonable for the work requested.

Enclosure C reflects the proposers' minority participation. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color. This contract contains terms and conditions supporting Board-sponsored policies, such as contractor responsibility and debarment (revised), jury service requirements, the Safely Surrendered Baby Law, and charitable activities compliance.

The Honorable Board of Supervisors  
November 8, 2006  
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Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance as well as the payment bond will be obtained from the contractor before any work is assigned.

As requested by your Board, the contractor has submitted a safety record that reflects that its past activities have been conducted according to reasonable standards of safety.

In accordance with the Chief Administrative Officer's June 15, 2001, instructions, this is Public Works' assurance that this contractor will not be requested to perform services that will exceed the contract's approved amount, scope of work, and/or terms.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The award of this contract will not result in the displacement of any County employees.

**CONCLUSION**

One adopted copy of this letter is requested.

Respectfully submitted,

DONALD L. WOLFE  
Director of Public Works

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Enc. 3

cc: Chief Administrative Office  
County Counsel

SAMPLE AGREEMENT FOR  
PACOIMA DAM AERIAL TRAMWAY REPAIR AND ANNUAL  
MAINTENANCE AND INSPECTION SERVICES (2006-AN023)

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2006, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY), and LEITNER-POMA OF AMERICA, INC., a Colorado corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by Board of Supervisors of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on August 14, 2006, hereby agrees to provide services as described in the attached specifications for Pacoima Dam Aerial Tramway Repair and Annual Maintenance and Inspection Services (2006-AN023), including, but not limited to, Exhibit A, Scope of Work.

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Site Location Map; Exhibit F, Aerial Tramway Plans; Exhibit G, Leitner-Poma Letter; Exhibit H, Poma Tramway Maintenance Manual; Exhibit I, Acceptance Test Procedures; and the CONTRACTOR'S Proposal, all attached hereto, and the Request for Proposals and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute an integral part of the Contract documents.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2, an amount not to exceed \$16,180 for Task 1a as described in Exhibit A; \$45,743 for Task 1b, plus \$50,000 for any additional and necessary repairs, maintenance, and inspections identified in Task 1a exceeding those known aerial tramway deficiencies outlined in Exhibit A for Task 1b; \$4,000 for Task 1c; and upon completion of Task 1c and acceptance by Public Works, \$89,500 annually for Task 2 plus \$50,000 for any additional and necessary repairs, maintenance, and inspections exceeding those Contractor Responsibilities as outlined in Exhibit A, for an aggregate Contract amount not to exceed \$534,423 for the initial term plus the three renewal years, or such greater amount as the Board may approve.

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FOURTH: This Contract's initial term shall commence upon Board approval and shall continue in full force and effect until Final Acceptance by the COUNTY of Task 1a required under this Contract. Upon review of the summary report by the COUNTY, the COUNTY, at its sole discretion, may or may not elect to proceed with any or all of the work described in Task 1b, and Task 1c. Upon Final Acceptance by the COUNTY of Task 1c, at the discretion of the COUNTY, this Contract may be extended in increments of one year for up to three years. The COUNTY, acting through the Director, may give a written notice of intent to extend this Contract at least 30 days prior to the end of each term. In addition, upon notice of at least 30 days, the Director may extend the final contract term on a month-to-month basis, not to exceed a total of six months, for the convenience of the COUNTY.

FIFTH: The CONTRACTOR shall bill at the prices quoted in Form PW-2, Schedule of Prices, for all tasks upon completion of the tasks. Task 1a shall be billed in a lump sum upon completion of the task. Should the COUNTY elect to proceed with work under Task 1b and 1c, the CONTRACTOR shall bill for the lump sum of each task upon completion. The CONTRACTOR shall bill monthly, in arrears, for the work items performed during the preceding month for Task 2 and as-needed additional work (if necessary). All draft invoices, including draft invoices for equipment and materials, and/or leasing or rental of equipment to perform the additional and necessary repairs, maintenance, and inspections shall be presented to the Contract Manager. The COUNTY will pay an additional 15 percent for administrative costs for the additional equipment and materials.

SIXTH: The COUNTY will make payment to the CONTRACTOR within 30 days of receipt of a properly completed invoice. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. After approval by the Contract Manager, the final invoices shall be submitted to:

County of Los Angeles Department of Public Works  
Attention Fiscal Division, Accounts Payable  
P.O. Box 7508  
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

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TENTH: No cost-of-living adjustments shall be granted for the optional renewal periods.

**TWELFTH:** The CONTRACTOR agrees in strict accordance with the Contract specifications and conditions to meet the COUNTY'S requirements.

[illegible]

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

By \_\_\_\_\_  
Deputy

LEITNER-POMA OF AMERICA, INC.

By \_\_\_\_\_  
Its President

\_\_\_\_\_  
Type or Print Name

By \_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Type or Print Name

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Award information has not been added at this time.

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### Bid Information

**Bid Number :** PW-ASD 624  
**Bid Title :** PACOIMA DAM AERIAL TRAMWAY REPAIR AND ANNUAL MAINTENANCE AND INSPECTION SERVICES  
**Bid Type :** Service  
**Department :** Public Works  
**Commodity :** INSPECTION SERVICES, CONSTRUCTION TYPE  
**Open Date :** 6/26/2006  
**Closing Date :** 8/14/2006 5:30 PM  
**Notice of Intent to Award :** [View Detail](#)  
**Bid Amount :** N/A  
**Bid Download :** Not Available  
**Bid Description :** July 12, 2006  
NOTICE OF REQUEST FOR PROPOSALS FOR PACOIMA DAM AERIAL TRAMWAY REPAIR AND ANNUAL MAINTENANCE AND INSPECTION SERVICES (2006-AN023)

PLEASE TAKE NOTICE that Public Works requests proposals for a contract for the Pacoima Dam Aerial Tramway Repair and Annual Maintenance and Inspection Services (2006-AN023). The total cost of this service is estimated to be \$650,000. If not enclosed with this letter, the Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be requested by accessing this link at [ftp://dpwftp.co.la.ca.us/solicitationdocuments/pacoindam.pdf](http://dpwftp.co.la.ca.us/solicitationdocuments/pacoindam.pdf) or from Mr. Scott Smith at (626) 458 4055, Monday through Thursday, 7 a.m. to 5 p.m.

Proposers must meet all minimum requirements set forth in the RFP document, including, but not limited to, 5 years' experience performing maintenance and inspection services for aerial tramways. A Proposers' Conference will be held on Monday, July 31, 2006, at 8:30 a.m. at Public Works Hansen Yard, 10179 Glenoaks Boulevard, Sun Valley, California 91342, in Building No. 4. A walk-through will be conducted after the Conference. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE AND WALK THROUGH IS MANDATORY UNLESS THEY ATTENDED THE CONFERENCE AND WALK-THROUGH FOR RFP 2006-AN023 ON JULY 6, 2006. Public Works will reject proposals from those whose attendance at either of the Conferences and walk-throughs cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the Conference and walk-through, it may be impossible to respond to further requests for information.

The deadline to submit proposals is Monday, August 14, 2006, at 5:30 p.m. Please direct your questions to Mr. Smith at the number above.

The conference facility complies with the Americans with Disabilities Act (ADA). With four business days' notice, Public Works will make all reasonable efforts to provide information in alternate formats and other accommodations for people with disabilities. For the ADA Coordinator, please call (626) 458 4081 or TDD at (626) 282 7829, Monday through Thursday, 7 a.m. to 5:30 p.m.

**Contact Name :** SCOTT SMITH  
**Contact Phone# :** (626) 458-4055  
**Contact Email :** [scsmith@ladpw.org](mailto:scsmith@ladpw.org)  
**Last Changed On :** 8/10/2006 1:31:09 PM

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County of Los Angeles  
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and  
CBE Firm / Organization Information

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: Leitner-Poma of America, Inc.

My County (WebVen) Vendor Number:

**1 LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM**

<input checked="" type="checkbox"/> I AM NOT <input type="checkbox"/> I AM	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): 118						
Race/Ethnic Composition of Firm Please distribute the above total number of individuals into the following categories-						
Race/Ethnic Composition	Owners / Partners Associate Partners		Manager		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American					1	
Hispanic/Latino					10	
Asian or Pacific Islander						
American Indian						
Filipino						
White			3		97	7

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	0%	0%	0%	0%	0%	100%
Women	0%	0%	0%	0%	0%	0%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARATION** DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: VP FINANCE	Date: 8-11-06
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